

Spec. Code:	4687
Occ. Area:	03
Work Area:	172
Prom. Line:	none
Prob. Period:	6 mo.
Effective Date:	11/22/99

COORDINATOR OF OPERATIONS – THE PRESIDENT’S HOUSE

Function of Job

Under general supervision, coordinates and performs activities related to the effective management of household maintenance, operations & security that is unique to the residence of the President of the University.

Characteristic Duties and Responsibilities

1. Plans, coordinates and directs the operations of the residence.
2. Identifies general maintenance needs, schedules needed services from appropriate vendors and supervises work crews providing maintenance.
3. Maintains inventory of maintenance supplies.
4. Assists visitors to the residence and the University.
5. Identifies staffing needs and supervises the household staff.
6. Assists in scheduling the residence for meetings and social events.
7. Recommends improvements of the residence necessary to maintain efficient operations.
8. Coordinates set-up preparations for social events at the residence.
9. Performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. As required by the facility to be served, one year of experience in institutional or household management or the planning and coordinating of executive facility functions and programs, or any combination of these areas.

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PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. familiarity with building maintenance
2. working knowledge of custodial, rental, housekeeping, and food service operations